

**CASELOAD OF
MICHIGAN TRIAL COURTS**

**REPORTING FORMS AND INSTRUCTIONS
FOR DISTRICT COURT**

Authorized for Programming and Implementation

November 2000

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Produced by the
State Court Administrative Office
on the Recommendations of the
Caseload Review Committee

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INTRODUCTION

This manual is designed to instruct: 1) vendors what to program in their systems in order to report certain caseload statistics; and 2) manual courts what, when, and how to count and report certain caseload statistics.

The information collected for caseload will provide the court with general statistical information and basic data for making management decisions. More specifically, the information can be used for:

- policy, planning, control, and evaluation of individual caseloads with regard to assignment, scheduling, and other caseload management events and for identifying trends.
- the basis for resource allocation and budget requests including providing projections for statewide funding and assisting in resolving funding disputes.
- making recommendations for additional judgeships.
- comparing caseload and activities, providing feedback to trial courts, and providing information to the National Center for State Courts for national analysis.
- responding to inquiries from legislative/county government, judicial, and other interest groups and providing general information to the public regarding court activities.
- compiling the Annual Report of the State Court Administrative Office.

It is imperative that the information collected and reported be accurate and timely.

QUESTIONS

Questions about caseload should be directed to: the State Court Administrative Office, Trial Court Services at PO Box 30048, Lansing, Michigan 48909 - (517) 373-7496. The Caseload Reporting System (CRS) also has several mechanisms for getting answers to your questions: 1) a question and answer section; and 2) a feedback form for asking questions electronically. Questions posed through the feedback form on the CRS will be answered as quickly as possible, but it may take several days before you receive a response. If you need immediate assistance, contact the office by phone.

AUTHORITY FOR REPORTS

The Court Administrator, under the direction of the Supreme Court, shall collect and compile statistical and other data, make reports of the business transacted by the courts, and transmit the reports to the Supreme Court so that the statistics and other data may be used in taking proper action in the administration of justice. [MCR 8.103(5)]

The Court Administrator, under the supervision of the Supreme Court, shall obtain reports from courts, and the judges, clerks, and other officers of the courts, in accordance with rules adopted by the Supreme Court on cases and other judicial business conducted or pending in the courts, and report on them to the Supreme Court. [MCR 8.103(7)]

The clerk of every court shall submit reports as required by the State Court Administrative Office. [MCR 8.119(G)(2)]

Every trial judge shall, on the first business day of January, May, and September of each year, file with the State Court Administrator a certified statement in the form prescribed by the State Court Administrator, containing full information on any matter submitted to the judge for a decision more than 4 months earlier which remains undecided. [Statement of Matters Undecided, MCR 8.107 (SCAO 27 and SCAO 27a)]

The chief judge of the court in which criminal proceedings are pending shall file with the State Court Administrator a monthly report setting forth the reasons for delay in the proceedings. [Speedy Trial, MCR 6.004, MCR 8.110(C)(5) (SCAO 13 and SCAO 14)]

All trial courts of this state are directed to report to the State Court Administrative Office caseload management statistics and other caseload management data required by that office. [Mich Sup Ct AO 1991-4, B.]

GENERATING REPORTS

Reports must either be typed online in the report format supplied at the Supreme Court's website or transmitted via the Internet in the file format provided by the State Court Administrative Office.

FILING INSTRUCTIONS

Every trial court must report their caseload statistics to the State Court Administrative Office on a quarterly basis. Reporting of Parts 1 and 2 will begin January 1, 2002 and must be completed for each court location by funding unit and election division.

Before transmitting caseload statistics to the State Court Administrative Office, a printed copy of the report should be provided to the chief judge of the court to verify the accuracy of the statistics.

Quarterly caseload statistics must be transmitted no later than 30 days following the end of the report period.

CASE TYPE CODES - CASE INFORMATION CONTROL SYSTEM

The case type codes required by the Michigan Trial Court Case File Management Standards must be used for reporting cases. The case information control system is intended to classify the principal subject matter of cases (not the specific nature of proceedings).

Each case type is reported separately in Parts 1 and 2. In a criminal case, the most serious offense defines the case type code to be assigned.

Requests to amend the case type codes must be submitted to the State Court Administrative Office, Trial Court Services Division.

DATA ELEMENTS AND MICHIGAN SUPREME COURT - COURT DATA STANDARDS

In programming systems for collecting, compiling, and reporting the statistics required by these reports, courts must use the data elements specified in the collection format and must comply with any applicable Court Data Standards of the Michigan Supreme Court.

CONVERSION

At a minimum, new case type codes **must** be used for both new case filings and pending cases starting January 1, 2002. However, for the integrity of each court's case management system and to avoid the necessity of operating dual programs, it is recommended that all cases be converted to the new codes to accommodate continuing activity on cases that have already been reported disposed. Except as indicated in the instructions, all pre-existing codes must be converted to the new case type codes before compiling the first caseload report for the quarter of January-March 2002. Additionally, courts should either: 1) convert all closed cases; or 2) have provisions in software for requiring the recoding of closed cases in the event they are reopened.

Before generating the first quarterly report for January 1, 2002 through March 31, 2002, you must remove from the beginning pending figures of January 1, 2002 all pending cases which would have otherwise been disposed before December 31, 2001 had these new instructions for method of disposition been in place.

OVERVIEW OF REPORT SECTIONS

Four parts to the report were developed; however, only the first two are being implemented on January 1, 2002. Parts 3 and 4 are described below, but are pending implementation and the actual formats are not included. Where appropriate, the sections correspond with one another throughout each of the four parts of the report. Instructions for compiling and reporting statistics are included.

Part 1: Caseload and Other Activity (implement January 1, 2002)

Part 1 is a summary of the caseload for each court location and is used to report, by case-type, the number of beginning pending cases/petitions as of January 1 of each year, new filings in each quarter and reopened cases/petitions in each quarter.

Part 2: Method of Disposition (implement January 1, 2002)

Part 2 is a summary of the caseload disposition methods for each court location and is used to report, by case type, the method by which complaints, petitions, and other pleadings are disposed in each quarter.

Each disposition should be entered in the column representing the highest form of final disposition within the case using the hierarchy as defined in each section.

Part 3: Judicial Events (implementation date not determined yet)

Part 3 will be used by each judge and magistrate to report the number of significant events associated with their assigned caseloads. It will include both pre- and post-judgment events. These figures will not total the pending figures from Part 1.

Part 4: Time Guidelines and Case Age (implementation date not determined yet)

Part 4 will be used by each judge and magistrate to report, of their assigned caseload, the case age at disposition and pending case age. This report will be completed annually and submitted with Parts 1 through 3 of the last quarter of every reporting year.

Until Part 4 is implemented, courts are still required to prepare case-age and time guidelines reports in accordance with Michigan Supreme Court Administrative Order 1991-4.

GENERAL DEFINITIONS

- **Adjudication:** Adjudication is the point at which the court enters a finding on an original petition, complaint, citation, or other pleading. Adjudication means a "method of disposition". Reporting of adjudication is triggered by the event which will ultimately result in a dispositive judgment or order. In either situation, **disposition does not mean a case is closed.**
- **Case:** A case is an action opened by the court because it has received an original petition, complaint, citation, or other pleading.
- **Closed Case:** Closing of a case varies. It is generally the point at which it is likely that no further action will be taken on a case. There are many situations where a closed case can be reopened because someone motions the court. Some examples of case closure are: 1) the end of an appeal period in a civil case; or 2) after someone is discharged from probation or pays in full a financial obligation to the court in a criminal or traffic case. For purposes of caseload reporting, **closing of cases is not reported.**
- **Disposition:** For purposes of caseload reporting, disposition means adjudication.
- **File:** A file is the repository for collecting the pleadings and other documents and materials related to a specific case.
- **Pending Case/Petition:** A pending case/petition is one in which there has been no finding of adjudication on the pleading (petition, complaint, citation, or other document which initiated the action with the court). Does not include inactive cases.
- **Reopened Case:** For purposes of caseload reporting, a case/petition is considered reopened when it comes back to the court for another disposition after having been reported disposed statistically. A case may be reopened and disposed more than once.

Useful References

Other references which are useful in developing and maintaining trial court case management systems are the Michigan Supreme Court - Court Data Standards and the Michigan Trial Court Case File Management Standards.

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CASE TYPE CODES

District Court Case-Type Conversion Chart

Old Code, Cases Filed on or before 12/31/2001		New Code, Cases Filed on or after 1/1/2002	
Criminal			
FY SM	Extradition and detainer matters initiated by Michigan to other states	EX	Extradition and detainer matters initiated by Michigan to other states
FY	Felony, excluding drunk driving	FY	Felony non-traffic
CM	Ordinance non-traffic misdemeanors and municipal civil infractions	OM	Ordinance non-traffic misdemeanors
SM	Statute non-traffic misdemeanors and state civil infractions	SM	Statute non-traffic misdemeanors
Traffic			
FD	Felony drunk driving	FD	Felony drunk driving
FY	Felony traffic, excluding drunk driving	FT	Felony traffic, excluding felony drunk driving
CD	Ordinance misdemeanor drunk driving	OD	Ordinance misdemeanor drunk driving
CT	Ordinance misdemeanor and civil infraction traffic, excluding drunk driving	OI	Ordinance civil infraction traffic, excluding parking
		OT	Ordinance misdemeanor traffic, excluding drunk driving
SD	Statute misdemeanor drunk driving	SD	Statute misdemeanor drunk driving
ST	Statute misdemeanor and civil infraction traffic, excluding drunk driving	SI	Statute civil infraction traffic, excluding parking
		ST	Statute misdemeanor traffic, excluding drunk driving
Non-Traffic Civil Infraction and Parking			
CT (TP)	Ordinance parking, misdemeanor and civil infraction traffic, excluding drunk driving	OK	Ordinance parking
CM	Ordinance misdemeanor non-traffic and municipal civil infraction	ON	Municipal civil infraction (Ordinance non-traffic)
ST (PK)	Statute parking, misdemeanor and civil infraction traffic, excluding drunk driving	SK	Statute parking
SM	Statute non-traffic misdemeanors and state civil infractions	SN	State civil infraction (Statute non-traffic)
Civil Suits			
GC NF	General Civil No-Fault Automobile Insurance	GC	General Civil seeking money damages, excluding small claims, landlord tenant and land contract
GC PB	General Civil Peace Bonds	GZ	Miscellaneous Civil non-monetary claims. <div><div><ul style="list-style-type: none">claim and delivery without request for money judgmentinfectious disease testing petitionssummary proceedings not related to LT & SP cases</div><div><ul style="list-style-type: none">peace bondsdrug forfeiturepetitions contesting impounded or seized vehiclescoroner's inquests</div></div>
SC	Small Claims	SC	Small Claims
Housing and Real Estate Suits			
LT	Landlord Tenant proceedings	LT	Landlord Tenant proceedings
SP	Land Contract Summary Proceedings	SP	Land Contract Summary Proceedings

Case type codes approved by the State Court Administrative Office in accordance with MCR 8.117 and published as Component 39 of the *Michigan Trial Court Case File Management Standards* (for an electronic copy of the standards, see <http://courts.michigan.gov/>).

(A) **Circuit Court Case Type Code List.** . . .

(B) **District Court Case Type Code List.** The following case type code list must be used in district court as provided in Component 1 of the Michigan Trial Court Case File Management Standards. The bracketed letters are the case type codes.

(1) *Criminal*

- (a) Extradition/Detainer [EX]. All extradition and detainer matters initiated by Michigan to other states.
- (b) Felony Criminal [FY]. All felony non-traffic cases. Includes life offenses committed by juveniles in which the prosecuting attorney has authorized the filing of a criminal complaint and warrant under MCR 6.907 instead of proceeding in the family division of the circuit court, and specified offenses committed by juveniles and waived to the criminal division of the circuit court under MCR 5.950.
- (c) Ordinance Misdemeanor Criminal [OM]. All non-traffic misdemeanor offenses issued under ordinance.
- (d) Statute Misdemeanor Criminal [SM]. All non-traffic misdemeanor offenses issued under statute.

(2) *Traffic*

- (a) Felony Drunk Driving [FD]. All felony drunk driving cases.
- (b) Felony Traffic [FT]. All felony traffic cases except drunk driving.
- (c) Ordinance Misdemeanor Drunk Driving [OD]. All drunk driving misdemeanor offenses issued under ordinance.
- (d) Ordinance Civil Infraction Traffic [OI]. All traffic civil infraction offenses issued under ordinance.
- (e) Ordinance Misdemeanor Traffic [OT]. All traffic misdemeanor offenses issued under ordinance except drunk driving.
- (f) Statute Misdemeanor Drunk Driving [SD]. All drunk driving misdemeanor offenses issued under statute.
- (g) Statute Civil Infraction Traffic [SI]. All traffic civil infraction offenses issued under statute.

- (h) Statute Misdemeanor Traffic [ST]. All traffic misdemeanor offenses issued under statute except drunk driving.
- (3) *Non-Traffic Civil Infraction and Parking*
 - (a) Ordinance Parking [OK]. All parking offenses issued under ordinance.
 - (b) Ordinance Civil Infraction Non-Traffic [ON]. All non-traffic civil infraction offenses issued under ordinance.
 - (c) Statute Parking [SK]. All parking offenses issued under statute.
 - (d) Statute Civil Infraction Non-Traffic [SN]. All non-traffic civil infraction offenses issued under statute.
- (4) *Civil Damage Suits.*
 - (a) General Civil [GC]. All civil cases for money damages except small claims, landlord-tenant, and land contract.
 - (b) Miscellaneous Civil [GZ]. All non-monetary claims including coroner's inquests, peace bonds, claim and delivery without money judgment, drug forfeitures, other summary proceedings not relating to landlord-tenant and land contract, and proceedings under the public health code for testing for infectious disease.
 - (c) Small Claims [SC]. All civil claims for the recovery of money which does not exceed the jurisdictional limit in MCL 600.8401; MSA 27A.8401.
- (5) *Housing and Real Estate Suits.*
 - (a) Landlord-Tenant Summary Proceedings [LT].
 - (b) Land Contract Summary Proceedings [SP].
- (C) **Probate Court Case Type Code List. . . .**

COLLECTION FORMAT AND INSTRUCTIONS

DISTRICT COURT CASELOAD			
Complete Parts 1 and 2 quarterly and transmit no later than 30 days following the end of the reporting period.			
Preparer's name	Preparer's telephone no.	Court no. and designation	Quarter County or Location
			Year

PART 1: NEW FILINGS AND REOPENED CASES

**Provide beginning pending only on the January report.

SECTION A: CRIMINAL**SECTION B: TRAFFIC**

Line	CASE TYPE	EX	FY	OM	SM
1	Beginning Pending**				
2	New Filings				
3	Reopened				

Line	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST
1	Beginning Pending**								
2	New Filings								
3	Reopened								

SECTION C: NON-TRAFFIC CIVIL INFRACTION, PARKING**SECTION D: CIVIL**

Line	CASE TYPE	OK	ON	SK	SN
1	Beginning Pending**				
2	New Filings				
3	Reopened				

Line	CASE TYPE	GC	GZ	LT	SC	SP
1	Beginning Pending**					
2	New Filings					
3	Reopened					

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages. **Do not change case type codes when a felony criminal case is reduced to a misdemeanor.**

Section A: Criminal - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. Do not count investigative subpoenas or search warrants. Do not count complaints and warrants not yet issued by a judge or magistrate. The most serious offense defines the case type code to be assigned.

- A felony criminal case is counted as a new filing when a complaint is received for filing or a when case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
 - Count a high court misdemeanor as a felony.
 - A felony complaint may contain multiple charges against one defendant; do not count multiple charges contained in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
 - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
 - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

Forms which may be used to open a criminal case are MC 200 (Felony Complaint and Warrant) and MC 316 (Order for Change of Venue)

- A misdemeanor criminal case is counted as a new filing when a complaint or citation is filed or a case is transferred to your court because of change of venue; do not include cases transferred for purposes of trial only.
 - A misdemeanor complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
 - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint, and each complaint contains a single charge. Each charge shall be counted as a separate case.
 - A misdemeanor offense with a penalty over 93 days shall not be filed on a Uniform Law Citation.
 - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

Forms which may be used to open a criminal case are DC 225 (Misdemeanor Complaint and Warrant), UC 01a or UC 01b (Uniform Law Citation), and MC 316 (Order for Change of Venue)

Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.226, 2.227, 6.101 and 6.907 and MCL 764.1a, 764.1f, and 764.9c.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor criminal case is counted as a reopened case:
 - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication.
 - when the case is remanded from an appellate court for further pre-judgment action or a new trial.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial.
 - when local diversion programs are unsuccessful and traditional processing is pursued.
 - when the prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.

Court rules and statutes associated with reopening a criminal case are MCR 2.610, 6.104, 6.125(E), 6.310, 7.101(M), and 7.102(C) and MCL 330.2028.

Section B: Traffic - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A traffic case is counted as a new filing when a complaint or citation is received for filing or when case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only. The most serious offense defines the case type code to be assigned.
 - A civil infraction traffic offense shall be filed on a citation.
 - A misdemeanor offense with a penalty over 93 days shall not be filed on a citation.
 - A felony traffic offense shall not be filed on a citation.
 - A complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
 - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
 - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint and each complaint contains a single charge. Each charge shall be counted as a separate case.
 - A felony traffic complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
 - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

Forms which may be used to open a traffic case are UC 01a or UC 01b (Uniform Law Citation) for misdemeanor and civil infraction traffic, CVC 1 (Commercial Vehicle Law Citation), MC 200 (Felony Complaint and Warrant) for felony traffic, DC 225 (Misdemeanor Complaint and Warrant) for misdemeanor traffic, and MC 316 (Order for Change of Venue)

Court rules and statutes associated with opening a traffic case are MCR 2.222, 2.223, 2.226, 2.227, 4.101(A), and 6.615(A) and MCL 257.727, 257.728 and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor traffic case is counted as a reopened case:
 - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication.
 - when a new trial is ordered by an appellate court.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - when an order staying the case is set aside.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial.
 - when local diversion programs are unsuccessful and traditional processing is pursued.
 - when prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.
- A traffic civil infraction case is counted as a reopened case:
 - when a default has been set aside.
 - when a request for admission of responsibility to be set aside is granted.
 - when appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a traffic case are MCR 2.610, 4.101(C), 4.101(G)(3), 6.615(B), 7.101(M), and 7.102(C) and MCL 330.2028.

Section C: Non-Traffic Civil Infraction and Parking - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A non-traffic civil infraction case or a parking case is counted as a new filing when a citation is received for filing.
 - A non-traffic civil infraction case shall be filed on a citation.
 - A single citation may not contain multiple offenses against one defendant; a three-part, multiple-count citation serves as three separate cases and shall be counted as such.
 - A parking ticket may be issued on a citation.

Forms which must be used to open a non-traffic civil infraction case are UC 01a or UC 01b (Uniform Law Citation), UC 03 (Uniform Municipal Civil Infraction Citation), or CVC 1 (Commercial Vehicle Law Citation).

Court rules and statutes associated with opening a non-traffic civil infraction or parking case are MCR 4.101(A) and MCL 257.727, 257.728, and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A non-traffic civil infraction case or a parking case is counted as a reopened case:
 - when a default has been set aside.
 - when a request for admission of responsibility to be set aside is granted.
 - when an appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a non-traffic civil infraction and parking case are MCR 4.101(C) and 4.101(G)(3).

Section D: Civil - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is removed from the small claims division to the general civil division.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case are:

MC 01 (*Summons and Complaint*)
MC 35 (*Complaint, Claim and Delivery*)
MC 62 (*Application and Notice of Entry of Foreign Judgment*)
DC 85 (*Affidavit and Claim, Small Claims*)
DC 86 (*Demand and Order for Removal, Small Claims*)
DCZ 90 (*Petition Contesting Impoundment of Motor Vehicle*)
DC 104 (*Summons, Landlord-Tenant/Land Contract*) and either:
 DC 102a (*Complaint, Non-Payment of Rent, Landlord-Tenant*)
 DC 102b (*Complaint, Health Hazard, Injury to Premises, Landlord-Tenant*)
 DC 102c (*Complaint, Termination of Tenancy, Landlord-Tenant*)
 DC 102d (*Complaint, Termination of Tenancy, Mobile Home, Landlord-Tenant*)
 DC 103 (*Complaint for Possession After Land Contract Forfeiture*)
MC 316 (*Order for Change of Venue*)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.105(C), 4.201(B), 4.202(D), 4.302(A), (B), and 4.306.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
 - a judgment is set aside, a settlement agreement is set aside, a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - a new trial is ordered after appeal to circuit court.
 - an appeal of an attorney magistrate's small claims decision is filed (do not change case type code).
 - a termination of bankruptcy is filed.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, 7.101(M), and 7.102(C).

DISTRICT COURT CASE-TYPE CODES

SECTION A: CRIMINAL

EX - Extradition

FY - Felony non-traffic cases

OM - Ordinance misdemeanor non-traffic

SM - Statute misdemeanor non-traffic

SECTION B: TRAFFIC

FD - Felony drunk driving

FT - Felony traffic

OD - Ordinance drunk driving

OI - Ordinance civil infraction traffic

OT - Ordinance misdemeanor traffic

SD - Statute drunk driving

SI - Statute civil infraction traffic

ST - Statute misdemeanor traffic

SECTION C: NON TRAFFIC CIVIL INFRACTION AND PARKING

OK - Ordinance parking

ON - Ordinance civil infraction non-traffic

SK - Statute parking

SN - Statute civil infraction non-traffic

SECTION D: CIVIL

GC - General civil for monetary damages

GZ - All non-monetary civil claims except LT, SC, and SP

LT - Landlord/tenant summary proceedings

SC - Small claims

SP - Land contract summary proceedings

DISTRICT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION A: CRIMINAL

Line	CASE TYPE	EX	FY	OM	SM
1	Jury Verdict				
2	Bench Verdict				
3	Guilty Plea				
4	Bindover/Transfer				
5	Dismissed by Party				
6	Dismissed by Court				
7	Inactive Status				
8	Local Diversion				
9	Case Type Change				

SECTION B: TRAFFIC

Line	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST
1	Jury Verdict								
2	Bench Verdict								
3	Guilty Plea/Admission								
4	Bindover/Transfer								
5	Dismissed by Party								
6	Dismissed by Court								
7	Default								
8	Inactive Status								
9	Local Diversion								
10	Case Type Change								

General Reporting Instructions:

- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases should not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. **Do not change case type codes when a felony criminal case is reduced to a misdemeanor.**

DISTRICT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING

Line	CASE TYPE	OK	ON	SK	SN
1	Verdict at Hearing				
2	Admission/Waivers				
3	Dismissed by Party				
4	Dismissed by Court				
5	Default				
6	Case Type Change				

SECTION D: CIVIL

Line	CASE TYPE	GC	GZ	LT	SC	SP
1	Jury Verdict					
2	Bench Verdict					
3	Uncontested/Default/Settled					
4	Transferred					
5	Dismissed by Party					
6	Dismissed by Court					
7	Inactive Status					
8	Other Disposition					
9	Case Type Change					

Section A: Criminal - Method of Disposition

Report criminal cases as disposed when all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type except you must count a felony reduced to a misdemeanor disposed under the felony case-type code. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [*MCR 6.610, 6.931(A)*]

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 2: Bench Verdict [*MCR 6.610, 6.931(A)*]

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

Line 3: Guilty Plea (includes no contest) [*MCR 6.610(E), MCL 764.9g*]

Count when a guilty plea is offered and accepted including guilty plea under MCL 769.4a (Spouse Abuse Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

Line 4: Bindover/Transfer (*forms MC 200, MC 316*) [*MCR 5.939, 6.110(G), (H), 6.911, MCL 762.7, 766.14*]

Count bindovers to circuit court. Count transfers to another court before adjudication including waivers of extradition. Do not count cases transferred for purposes of trial only.

Line 5: Dismissed by Party (*form MC 263*) [*MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d*]

Count when an order is entered after the prosecutor or city attorney motions for a dismissal at any point in the proceedings or when a nolle prosequi is filed. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement.

Line 6: Dismissed by Court (*form MC 262*) [*MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d*]

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Do not count any dismissal on motion of the prosecutor or city attorney

Line 7: Inactive Status (*forms MC 200, MC 204, MC 206, DC 225, DC 226, MC 229*) [*MCR 6.125, 6.615(B), MCL 330.2028, 764.9e*]

Count as inactive when a warrant is issued before adjudication or when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial.

Line 8: Local Diversion

Count when defendants consent to drug court treatment programs or other local diversion programs as an alternative to traditional processing. If completion of the program is not successful and traditional processing is pursued, count the case reopened (see Part 1). Do not include assignment to youthful trainee status (MCL 762.14) or judgment of guilt deferred under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 9: Case Type Change - Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section B: Traffic - Method of Disposition

Report traffic cases as disposed when all counts/offenses against the defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.610, 6.615]

Count when verdict is returned by jury (guilty or not guilty) .

Line 2: Bench Verdict or Informal, Formal, or De Novo Hearing [MCR 4.101(B), (E), 6.610, 6.616]

Count when verdict is returned by judge or magistrate (guilty or not guilty, responsible or not responsible). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial.

Line 3: Guilty Plea (includes no contest) and Admission/Waivers [MCR 4.101(B), 6.610(E), 6.615MCL 764.9g]

Count when a guilty plea is offered and accepted. Count when an admission of responsibility is offered and accepted. Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard. Include violations for which fine and costs have been waived in accordance with statute or ordinance (i.e. equipment violations, no child restraint, no registration).

Line 4: Bindover/Transfer (forms MC 200, MC 316) [MCR 6.110(G), (H), MCL 762.7]

Count bindovers to circuit court or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only.

Line 5: Dismissed by Party (forms MC 263) [MCR 6.110(N), 6.427, 6.610, 6.615]

Count when an order is entered after the prosecutor, city attorney, or other plaintiff motions for a dismissal at any point in the proceedings or when a nolle prosequi is filed. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement.

Line 6: Dismissed by Court (form MC 262, CIA 02) [MCR 6.110(N), 6.427, 6.610, 6.615]

Count when dismissed by judge or magistrate after preliminary examination, during trial, or after trial and an order of dismissal is entered. Count when plaintiff, officer, or witness fails to appear at the hearing and an order of dismissal is entered. Do not count any dismissals on motion of the prosecutor, city attorney, or other plaintiff.

Line 7: Default (forms CIA 02, CIA 07) [MCR 4.101(B), (E)]

Count when default is entered due to non-appearance or no response by defendant.

Line 8: Inactive Status (forms MC 204, MC 206, DC 226, MC 229) [MCR 6.125, 6.615(B), 7.101, MCL 764.9e]

Count as inactive when a warrant is issued before adjudication or when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial or when an order staying a civil infraction case is entered (i.e. military or bankruptcy).

Line 9: Local Diversion

Count when defendants consent to local diversion programs as an alternative to traditional processing. If completion of the program is not successful and traditional processing is pursued, count the case reopened.

Line 10: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section C: Non-Traffic Civil Infraction and Parking - Method of Disposition

Report non-traffic civil infraction and parking cases as disposed when all offenses against the defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Verdict at Informal, Formal, or De Novo Hearing [MCR 4.101(B)]

Count when verdict is returned by judge or magistrate (responsible or not responsible).

Line 2: Admission/Waiver [MCR 4.101(B)]

Count when an admission of responsibility is offered and accepted. Include violations for which fine and costs have been waived in accordance with law.

Line 3: Dismissed by Party (forms MC 263) [MCR 4.101]

Count when an order is entered after the prosecutor, city attorney, or other plaintiff motions for a dismissal at any point in the proceedings or when a nolle prosequi is filed.

Line 4: Dismissed by Court (form CIA 02) [MCR 4.101]

Count when dismissed by judge or magistrate during trial or after hearing and an order of dismissal is entered. Count when plaintiff, officer, or witness fails to appear at the hearing and an order of dismissal is entered. Do not count any dismissals on motion of the prosecutor, city attorney, or other plaintiff.

Line 5: Default (forms CIA 02, CIA 07) [MCR 4.101(B), (E)]

Count when default is entered due to non-appearance by defendant.

Line 6: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section D: Civil - Method of Disposition

Report civil cases as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy. For example: 1 claim not served, 2 claims settled, 1 claim went to jury trial and a verdict was entered; count disposed under jury verdict.

Line 1: Jury Verdict [MCR 2.504(B), 2.600 et seq., 4.201(K), 4.202(J)]
Count when decided by jury except when judge amends or overrules verdict.

Line 2: Bench Verdict [MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq., 4.201(K), 4.202(J), 4.304(B)(2), 4.305]
Count when decided by judicial officer. Count directed verdict after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition [MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq., 4.201(F), 4.201(I), 4.202(H), 4.304(B)(1), 4.306(D)]

Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; when motion for summary disposition is granted; or when a settlement agreement is filed.

Line 4: Transferred (form MC 316, DC 86) [MCR 2.226, 2.227, 4.306(B), 4.002, MCL 700.22]
Count when transferred to another court before adjudication (includes small claims removed to general civil; cases removed to federal or circuit court).

Line 5: Dismissed by Party (form MC 09) [MCR 2.102(E), 2.502, 2.504(A), 4.304(B)(2), (3)]
Count voluntary dismissals by plaintiff. Count stipulation by parties to remove case to binding arbitration.

Line 6: Dismissed by Court (form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.403(M), 2.410(D)(3), 2.502, 2.504(B), (E), 4.304(B)(2), (3)]
Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M).

Line 7: Inactive Status (form MC 300)
Count when any order staying a case (except interlocutory appeal) is entered (i.e. military or bankruptcy).

Line 8: Other Disposition
Count all other dispositions not otherwise provided for in the above. Count foreign judgments disposed at time of filing.

Line 9: Case Type Change
Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

FILE FORMAT
for Electronically Uploading Caseload Data

File Formats for the Submission of Electronic Caseload Data

Caseload Reporting System

1 Introduction

This document describes the record layout for submitting data electronically to the Caseload Reporting System (CRS). Data so submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the CRS to understand the data and store it properly.

1.1 *Submission Mechanism*

The CRS project has determined requirements for the technique to be used by the courts to submit electronic data files. The following describes the technique to be employed.

The CRS includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to an application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the submitted data using web-based data entry screens.

2 Electronic Data File Format

2.1 *General Format*

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field (") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the type of data (District court) and the quarter, year, county, court code, as well as the part, section, action, and case type combine to refer to a single field on a particular caseload report form. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 *Record Format:*

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","PART","SECTION","ACTION","CASETYPE","VALUE"

2.2.1 Field Definitions

"TYPE"	= Data Type: "D" (district)
"QTR"	= Report Quarter "1", "2", "3", or "4"
"YEAR"	= Report Year "2002", "2003", etc.
"COURT"	= Court Number as defined below
"COUNTY"	= County Name that, along with the court number, identifies a specific court jurisdiction
"PART"	= "1" or "2"
"SECTION"	= "A", "B", "C", etc.
"ACTION"	= A 2 to 4 digit code as defined below
"CASETYPE"	= A 2 digit code as defined below
"VALUE"	= Null value ("") or whole number value of 0 or greater

Example: "D","1","2002","D26-1","Wayne", "1","A","BP","FY","0"

The above example is for district data ("D"), first quarter ("1"), year 2002, 1st election district of the 26th District Court ("D26-1"), the county of Wayne, Part 1, Section A, action Beginning Pending ("BP"), case type FY, with a value of zero.

This provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. It is possible, though improbable, that probate, circuit, and district data can be intermixed, record by record, and that the values can be listed in no particular order regarding their section, part, action, or case type. It is likely that the reports used to create a data file will create the records in sequence; for example all the part 1 data listed from section A through the last section, and all the actions and case types grouped together. This approach duplicates what might be considered header information on every detail line. We are increasing the size of the file in order to purchase flexibility for the courts that choose to create these electronic data files.

2.2.2 Field Names, Attributes, and Length:

<u>Field Name</u>	<u>Attributes</u>	<u>Max Length</u>
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric, -	5
COUNTY	Alphabetic	25
PART	Numeric	1
SECTION	Alphabetic	1
ACTION	Alphabetic	4
CASETYPE	Alphabetic	2
VALUE	Numeric	6

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data. That is, if a particular field is missing, or has a null value (""), the submission will be accepted, and the data available will be processed.

Subsequent submissions will overwrite the existing values in the database. However, if a field in the submitted file has a null value ("") it will be ignored, and the existing value in the database, if any, will remain. Similarly, missing values in subsequent submissions will not affect existing values in the database. Any non-null values (zero or greater) will be used to overwrite existing data for that court, in that year, and the particular quarter.

2.2.4 Court Codes and Counties

The following table lists court codes and their corresponding counties; jurisdictions are included to further define each court. The court code and county together create a unique identifier for each jurisdiction. Data must be submitted as an aggregate for the jurisdiction, as listed below. Data will be reported for each of the jurisdictions, as well as totals for the entire court; i.e. "D26", which combines all of the submitted data from the two different election districts.

2.2.4.1 List of Unique Court Code and Location Name Combinations

DISTRICT			DISTRICT			DISTRICT		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
D01	Monroe	Monroe County	D16	Wayne	City of Livonia	D30	Wayne	City of Highland Park
D02A	Lenawee	Lenawee County	D17	Wayne	Township of Redford	D31	Wayne	City of Hamtramck
D02B	Hillsdale	Hillsdale County	D18	Wayne	City of Westland	D32A	Wayne	City of Harper Woods
D03A	Branch	Branch County	D19	Wayne	City of Dearborn	D33	Wayne	Cities of Trenton
D03B	St. Joseph	St. Joseph County	D20	Wayne	City of Dearborn Heights			Gibraltar, Woodhaven, Rockwood and Flat Rock and Townships of Brownstone and Grosse Ile
D04	Cass	Cass County	D21	Wayne	City of Garden City	D34	Wayne	Cities of Romulus and Belleville, and the Townships of Sumpster, Van Buren and Huron
D05	Berrien	Berrien County	D22	Wayne	City of Inkster	D35	Wayne	Cities of Northville and Plymouth and Townships of Northville, Plymouth, Canton
D07	Van Buren	Van Buren County	D23	Wayne	City of Taylor	D36	Wayne	City of Detroit
D08-1*	Kalamazoo	City of Kalamazoo	D24	Wayne	Cities of Allen Park and Melvindale	D37	Macomb	Cities of Warren and Center Line
D08-2*	Kalamazoo	City of Portage	D25	Wayne	City of Lincoln Park	D39	Macomb	Cities of Fraser and Roseville
D08-3*	Kalamazoo	Kalamazoo County (except the cities of Kalamazoo & Portage)	D26-1	Wayne	City of River Rouge	D40	Macomb	City of Saint Clair Shores
D10	Calhoun	Calhoun County and the City of Battle Creek	D26-2	Wayne	City of Ecorse	D41A	Macomb	Cities of Utica and Sterling Heights, and Townships of Shelby and Macomb
D12	Jackson	Jackson County	D27-1	Wayne	City of Wyandotte	D41B	Macomb	City of Mt. Clemens, and Townships of Clinton and Harrison
D14A	Washtenaw	Washtenaw County, except the City of Ann Arbor, and the Township of Ypsilanti	D27-2	Wayne	City of Riverview	D42-1	Macomb	Cities of Memphis and Richmond, and Townships of Bruce, Washington, Armada, Ray, and Richmond
D14B	Washtenaw	Township of Ypsilanti	D28	Wayne	City of Southgate	D42-2	Macomb	City of New Baltimore, and
D15	Washtenaw	City of Ann Arbor	D29	Wayne	City of Wayne			Townships of Lenox and Chesterfield

DISTRICT			DISTRICT			DISTRICT		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
D43	Oakland	Cities of Ferndale, Madison Heights and Hazel Park	D59	Kent	Cities of Grandville and Walker	D71B	Tuscola	Tuscola County
D44	Oakland	City of Royal Oak	D60	Muskegon	Muskegon County	D72	St. Clair	St. Clair County
D45A	Oakland	City of Berkley	D61	Kent	City of Grand Rapids	D73A	Sanilac	Sanilac County
D45B	Oakland	Cities of Huntington Woods, Oak Park, and Pleasant Ridge, and Township of Royal Oak	D62A	Kent	City of Wyoming	D73B	Huron	Huron County
D46	Oakland	Cities of Southfield and Lathrop Village, and Township of Southfield	D62B	Kent	City of Kentwood	D74	Bay	Bay County
D47	Oakland	Cities of Farmington and Farmington Hills	D63-1	Kent	Cities of Cedar Springs and Rockford, and Townships of Tyrone, Solon, Nelson, Spencer, Sparta, Algoma, Courtland, Oakfield, Alpine, Plainfield, Cannon, and Grattan	D75	Midland	Midland County
D48	Oakland	Cities of Birmingham, Bloomfield Hills, Sylvan Lake, Keego Harbor, and Orchard Lake Village, and Townships of Bloomfield and West Bloomfield	D63-2	Kent	Cities of East Grand Rapids and Lowell, and Townships of Grand Rapids, Ada, Vergennes, Cascade, Lowell, Byron, Gaines, Caledonia, and Bowne	D76	Isabella	Isabella County
D50	Oakland	City of Pontiac	D64A	Ionia	Ionia County	D77	Mecosta	Mecosta County
D51	Oakland	Township of Waterford	D64B	Montcalm	Montcalm County	D77	Osceola	Osceola County
D52-1	Oakland	Cities of Novi, South Lyon, Wixom, and Walled Lake, and Townships of Millford, Highland, Rose, White Lake, Commerce, Lyon, and Novi	D65A	Clinton	Clinton County	D78	Lake	Lake County
D52-2	Oakland	Townships of Springfield, Independence, Holly, Groveland, and Brandon	D65B	Gratiot	Gratiot County	D78	Newaygo	Newaygo County
D52-3	Oakland	Cities of Rochester, Auburn Hills, Rochester Hills, and Lake Angelus, and Townships of Oxford, Addison, Orion, Oakland	D66	Shiawassee	Shiawassee County	D79	Mason	Mason County
D52-4	Oakland	Cities of Troy and Clawson	D67-1	Genesee	Cities of Flushing and Clio, Townships of Flushing, Flint, Montrose, Thetford, and Vienna	D79	Oceana	Oceana County
D53	Livingston	Livingston County	D67-2	Genesee	Cities of Davison and Burton, Townships of Davison, Forest, Richfield, and Atlas	D80	Clare	Clare County
D54A	Ingham	City of Lansing	D67-3	Genesee	City of Mt. Morris, and Townships of Mt. Morris and Genesee	D80	Gladwin	Gladwin County
D54B	Ingham	City of East Lansing	D67-4	Genesee	Cities of Fenton, Grand Blanc, and Swartz Creek, and Townships of Fenton, Argentine, Grand Blanc, Mundy, Gaines, and Clayton	D81	Arenac	Arenac County
D55	Ingham	Ingham County, except the Cities of East Lansing and Lansing	D67-5	Genesee	Central	D81	Iosco	Iosco County
D56A	Eaton	Eaton County	D68	Genesee	City of Flint	D82	Alcona	Alcona County
D56B	Barry	Barry County	D70-1*	Saginaw	Cities of Saginaw and Zilwaukee, and Townships of Zilwaukee, Buena Vista, Carrollton, and Bridgeport	D82	Ogemaw	Ogemaw County
D57	Allegan	Allegan County	D70-2*	Saginaw	County of Saginaw, except the Cities of Saginaw and Zilwaukee, and Townships of Zilwaukee, Buena Vista, Carrollton, and Bridgeport	D82	Oscoda	Oscoda County
D58	Ottawa	Ottawa County	D71A	Lapeer	Lapeer County	D83	Crawford	Crawford County

DISTRICT			DISTRICT			DISTRICT		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
D83	Roscommon	Roscommon County						
D84	Missaukee	Missaukee County						
D84	Wexford	Wexford County						
D85	Benzie	Benzie County						
D85	Manistee	Manistee County						
D86	Antrim	Antrim County						
D86	Grand Traverse	Grand Traverse County						
D86	Leelanau	Leelanau County						
D87	Kalkaska	Kalkaska County						
D87	Otsego	Otsego County						
D88	Alpena	Alpena County						
D88	Montmorency	Montmorency County						
D89	Cheboygan	Cheboygan County						
D89	Presque Isle	Presque Isle County						
D90	Charlevoix	Charlevoix County						
D90	Emmet	Emmet County						
D91	Chippewa	Chippewa County						
D92	Luce	Luce County						
D92	Mackinac	Mackinac County						
D93	Alger	Alger County						
D93	Schoolcraft	Schoolcraft County						
D94	Delta	Delta County						
D95A	Menominee	Menominee County						
D95B	Dickinson	Dickinson County						
D95B	Iron	Iron County						
D96	Marquette	Marquette County						
D97	Baraga	Baraga County						
D97	Houghton	Houghton County						
D97	Keweenaw	Keweenaw County						
D98	Gogebic	Gogebic County						
D98	Ontonagon	Ontonagon County						
MEP	Macomb	City of Eastpointe						
MGP	Wayne	City of Grosse Pointe						
MGPF	Wayne	City of Grosse Pointe Farms						
MGPP	Wayne	City of Grosse Pointe Park						
MGPW	Wayne	Cities of Grosse Pointe Woods and Grosse Pointe Shores						

*D70-1 and D70-2 will submit as one court, D70.

2.3 District Court Specifications

2.3.1 Action Code Definitions

2.3.1.1 Part 1: New Filings and Reopened Cases

BP = Beginning Pending

NF = New Filings
RE = Reopened

2.3.1.2 Part 2: Methods of Disposition

JV = Jury Verdict
BV = Bench Verdict
GP = Guilty Plea
GPA = Guilty Plea/Admission
BT = Bindover/Transfer
NP = Nolle Prosequi
DC = Dismissed by Court
DE = Default
IS = Inactive Status
LD = Local Diversion
TC = Case Type Change
VH = Verdict at Hearing
AW = Admission/Waivers
UDS = Uncontested/Default/Settled
TR = Transfer
DP = Dismissed by Party
OD = Other Disposition

2.3.2 Case Type Code Definitions

All authorized case type codes are defined in the [Case File Management Standards, Component 39](#). They have been reproduced in this manual.

2.3.3 Possible Combinations of Action Codes and Case Type Codes

The following are the possible combinations of action codes and case type codes by Part and Section.

2.3.3.1 Part 1: New Filings And Reopened Cases

Section A: Criminal - New Filings and Reopened Cases

BPEX	BPOM	NFEX	NFOM	REEX	REFY	REOM	RESM
BPFY	BPSM	NFFY	NFSM				

Section B: Traffic (Misdemeanor and Civil) - New Filings and Reopened Cases

BPFD	BPOI	BPSI	NFFT	NFOT	NFST	REOD	RESD
BPFT	BPOT	BPST	NFOD	NFSD	REFD	REOI	RESI
BPOD	BPSD	NFFD	NFOI	NFSI	REFT	REOT	REST

Section C: Non-Traffic Civil Infraction, Parking - New Filings and Reopened Cases

BPOK	BPSK	NFOK	NFSK	REOK	REON	RESK	RESN
BPON	BPSN	NFON	NFSN				

Section D: Civil - New Filings and Reopened Cases

BPGC	BPLT	BPSP	NFGZ	NFSC	REGC	RELT	RESP
BPGZ	BPSC	NFGC	NFLT	NFSP	REGZ	RESC	

2.3.3.2 Part 2: Method Of Disposition

Section A: Criminal - Method of Disposition

JVEX	BVFX	GPOM	NPEX	DCEX	ISEX	LDEX	TCEX
JVFX	BVOM	GPOM	NPFY	DCFY	ISFY	LDFY	TCFY
JVOM	BVSM	BTEX	NPOM	DCOM	ISOM	LDOM	TCOM
JVSM	GPEX	BTFY	NPSM	DCSM	ISSM	LDSM	TCSM
BVEX	GPFX						

Section B: Traffic (Misdemeanor and Civil) - Method of Disposition

JVFD	BVOI	GPAOT	NPOD	DCOD	ISFD	LDFD	TCFD
JVFT	BVOT	GPASD	NPOI	DCOI	ISFT	LDFT	TCFT
JVOD	BVSD	GPASI	NPOT	DCOT	ISOD	LDOD	TCOD
JVOT	BVSI	GPAST	NPSD	DCSD	ISOI	LDOI	TCOI
JVSD	BVST	BTFT	NPSI	DCSI	ISOT	LDOT	TCOT
JVST	GPAFD	BTFT	NPST	DCST	ISSD	LDS	TCSD
BVFD	GPAFT	NPFD	DCFD	DEOI	ISSI	LDSI	TCSI
BVFT	GPAOD	NPFT	DCFT	DESI	ISST	LDST	TCST
BVOD	GPAOI						

Section C: Non-Traffic Civil Infraction, Parking - Method of Disposition

VHOK	VHSN	AWSK	NPON	DCOK	DCSN	DESK	TCON
VHON	AWOK	AWSN	NPSK	DCON	DEOK	DESN	TCSK
VHSK	AWON	NPOK	NPSN	DCSK	DEON	TCOK	TCSN

Section D: Civil - Method of Disposition

JVGC	BVLT	UDSSC	TRSP	DCGC	ISGC	ODGC	TCGC
JVGZ	BVSC	UDSSP	DPGC	DCGZ	ISGZ	ODGZ	TCGZ
JVLT	BVSP	TRGC	DPGZ	DCLT	ISLT	ODLT	TCLT
JVSP	UDSGC	TRGZ	DPLT	DCSC	ISSC	ODSC	TCSC
BVGC	UDSGZ	TRLT	DPSC	DCSP	ISSP	ODSP	TCSP
BVGZ	UDSLT	TRSC	DPSP				

CASELOAD REPORTING SYSTEM (CRS) USER GUIDE

<p>CASELOAD REPORTING SYSTEM</p> <p>USER GUIDE AND SPECIFICATION</p>
--

DECEMBER 10, 2001

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1 Introduction

1.1 Purpose

This guide is intended to document for end users the screen functionality of the Caseload Reporting System (CRS). This document, created during the Software Design phase of the project, captures the intent of each screen, the navigation mechanisms on the screens, what each data field represents, and how each field on the screen is to be used.

2 Software Application Screens

2.1 Login Screen

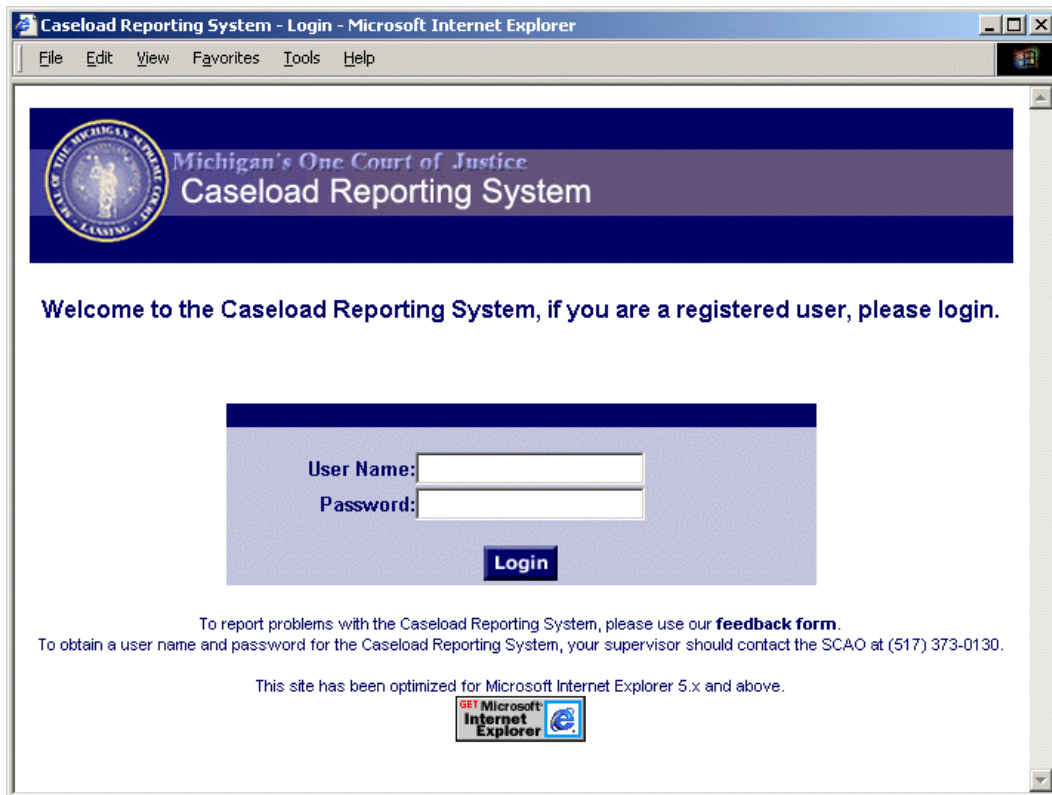


Figure 1: Login Screen

2.1.1 Purpose

This screen allows a user to enter their user name and password to gain access to the system.

2.1.2 Usage

The focus begins in the User Name field where the user must enter their assigned user name. They can then tab to or click on the Password field and enter their password and

hit the Enter key or click the Login button. If the user name and password are correct, the user is redirected to the Menu screen. If the user name or password is incorrect, an error message is displayed and the focus returns to the User Name field where the user may try again.

2.1.3 Screen Element Descriptions and Usage

Name	Description	Usage
User Name	The user's user name, which is required to gain access to the system. It uniquely identifies the person.	The user name must contain a minimum of three and a maximum of 25 alphabetic characters. This field cannot be left blank. When this field receives focus, any existing text is selected.
Password	The user's password, which is required to gain access to the system. It authenticates the person.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. This field cannot be left blank. When this field receives focus, any existing text is selected.
Login Button	Begins the login process.	Redirects the user to the Menu screen, if authenticated.

2.2 Menu Screen

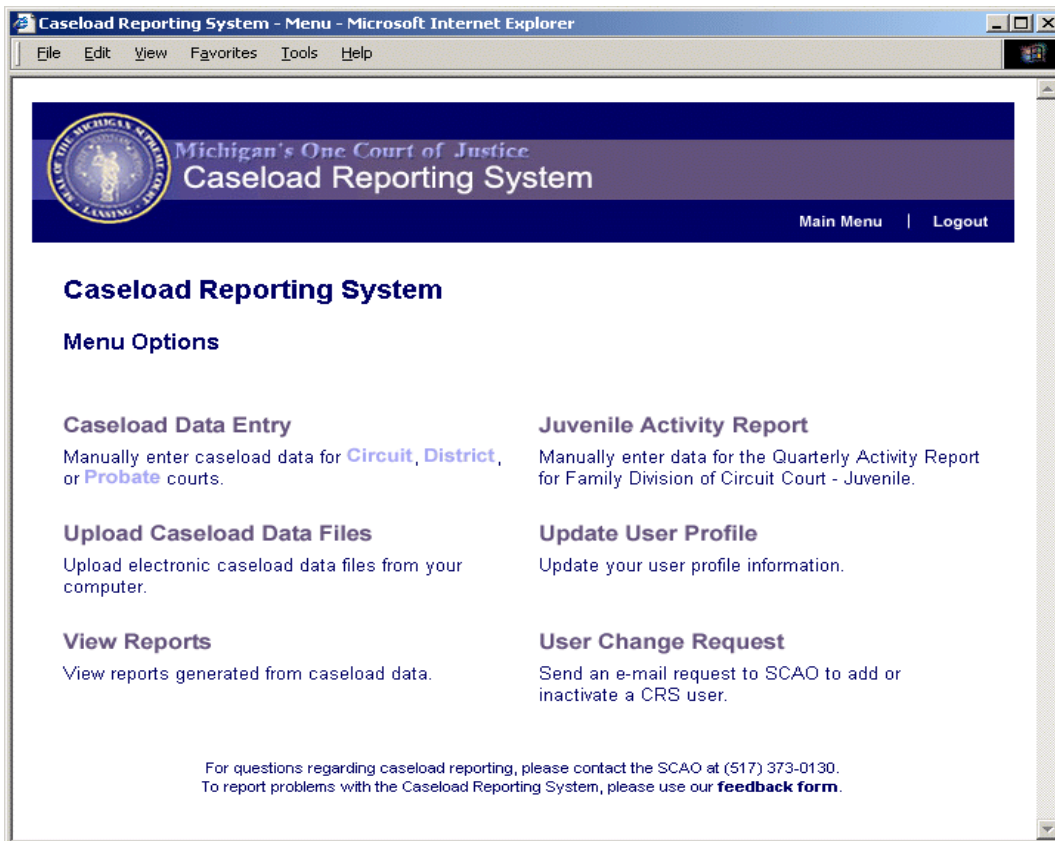


Figure 2: Menu Screen

2.2.1 Purpose

This menu screen displays links to all other sections in the system, as well as descriptions of each section. The Update User Profile and User Change Request options are displayed only for regular users, while the User Administration and Missing Reports options are displayed only for administrative users.

2.2.2 Usage

This screen allows the user to navigate to all authorized areas of the web site from a single screen. When a user exits other screens, they are returned to the main menu.

2.2.3 Screen Element Descriptions and Usage

Name	Description	Usage
Circuit Court Caseload Data Entry Link	Links the user to the Circuit Court Data Entry screen.	No additional functionality.
District Court Caseload Data Entry Link	Links the user to the District Court Data Entry screen.	No additional functionality.
Probate Court Caseload Data Entry Link	Links the user to the Probate Court Data Entry screen.	No additional functionality.
Juvenile Activity Report Link	Links the user to the Juvenile Activity Report screen.	No additional functionality.
Upload Caseload Data Files Link	Links the user to the Upload Caseload Data Files screen.	No additional functionality.
Update User Profile Link	Links the user to the Update User Profile screen.	This link is available only to regular users.
User Administration Link	Links the user to the User Administration screen.	This link is available only to administrative users.
View Reports Link	Links the user to the Report Selection screen.	No additional functionality.
User Change Request Link	Links the user to the User Change Request screen.	This link is available only to regular users.
Missing Reports Link	Links the user to the Missing Report screen.	This link is available only to administrative users.

2.3 Court Caseload Data Entry Screens

The screenshot shows a web browser window titled "Caseload Reporting System - District Court Caseload Data Entry - Microsoft Internet Explorer". The address bar shows "http://w2ktest/crs/district.asp". The page features a header with the Michigan State Seal and the text "Michigan's One Court of Justice Caseload Reporting System". Below the header are links for "Instructions", "Main Menu", and "Logout". The main content area is titled "District Court Caseload Data Entry" and contains a form with the following fields: "Preparer's Name" (SCAO Staff), "Telephone" (517-373-8777), "Court Name" (D01 - Monroe), "Quarter" (3 (Jul - Sep)), and "Year" (2001). There are "Continue" and "Cancel" buttons. A footer note states: "For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130. To report problems with the Caseload Reporting System, please use our [feedback form](#)."

Figure 3: District Court Caseload Pre-Data Entry Screen

The screenshot shows a web browser window titled "Caseload Reporting System - District Court Caseload Data Entry - Microsoft Internet Explorer". The address bar shows "http://w2ktest/crs/district1a.asp". The page features a header with the Michigan State Seal and the text "Michigan's One Court of Justice Caseload Reporting System". Below the header are links for "Instructions", "Main Menu", and "Logout". The main content area is titled "District Court Caseload Data Entry" and contains a form with two tabs: "Part 1: New Filings and Reopened Cases" and "Part 2: Method of Disposition". The form includes fields for "Preparer's Name" (SCAO Staff), "Telephone" (517-373-8777), "Court Name" (D01 - Monroe), "Quarter" (3 (Jul - Sep)), and "Year" (2001). Below these fields is a section titled "Section A: Criminal" which contains a table with the following data:

Line	Case Type	EX	FY	OM	SM
1	Beginning Pending				
2	New Filings	1	5	12	3
3	Reopened Cases	0	1	0	0

Figure 4: District Court Caseload Data Entry Screen

2.3.1 Purpose

There is one screen for each section and part under each court type, which allows manual entry of court caseload information for all Sections under Parts 1 and 2.

2.3.2 Usage

The focus begins in the Court Name field where the user can select from the courts they are associated with. The user may then enter the quarter and year for the caseload data they are submitting. When the user clicks the Continue button, the database is searched for any existing data, which populates the fields on the ensuing screen. After entering data in a table, the user must save the data before selecting any other tabs. The user may also cancel without saving, or get help. They may also navigate to other sections or logout of the system. Any control can be accessed by tabbing to or clicking on it.

2.3.3 Screen Element Descriptions and Usage

Name	Description	Usage
Part 1 Tab	When clicked, this displays the caseload data entry table for Part 1, Section A.	No additional functionality.
Part 2 Tab	When clicked, this displays the caseload data entry table for Part 2, Section A.	No additional functionality.
Preparer's Name	The full name associated with the user logged in to the system.	No additional functionality.
Telephone	The telephone number associated with the user logged in to the system.	No additional functionality.
Court Name	Lists the court(s) the user is associated with and therefore allowed to enter data for.	This field cannot be left blank.
Quarter	Lists the four quarters of a year.	The previous quarter is selected, however the user may select a different quarter. This field cannot be left blank.
Year	Accepts the year.	The year associated with the previous quarter is displayed (i.e. If it is January 18, 2003, the year displayed will be 2002), however the user is able to enter a different year. The year entered must contain four digits. This field cannot be left blank. When this field receives focus, any existing text is selected.
Caseload Value Fields	Accepts the number of cases that are applicable to the associated Action (row heading) and Case Type (column heading).	These data fields may contain a maximum of six digits and may be left blank. When these fields receive focus, any existing text is selected.
Section Tabs	When clicked, these display the caseload data entry table for the selected Part and Section.	No additional functionality.
Save Button	Saves the data entered in the database.	Triggers the data validation routines.
Cancel Button	Returns the user to the Menu screen and does not save the data entered in the database.	No additional functionality.
Help Button	Opens a new window with help information on the current Part for the current court type.	No additional functionality.

2.4 Upload Caseload Data Files Screen

Caseload Reporting System - Upload Caseload Data Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 Michigan's One Court of Justice
Caseload Reporting System

Instructions | Main Menu | Logout

Upload Caseload Data Files

Contact Name: SCAO Staff
Phone: 517-373-8777

Browse...

Upload Cancel

For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130.
To report problems with the Caseload Reporting System, please use our [feedback form](#).

Figure 7: Upload Caseload Data Files Screen

2.4.1 Purpose

This screen allows the user to select an electronic caseload data file from their computer and upload it to the database.

2.4.2 Usage

The focus begins in the File Name field where the user may type in the file path or use the Browse button to select the file from their computer. The user may then tab to or click on the Upload button, or hit the Enter key to begin the upload process. The Cancel button returns the user to the Menu screen. Any control can be accessed by tabbing to or clicking on it.

2.4.3 Screen Element Descriptions and Usage

Name	Description	Usage
Contact Name	The full name associated with the user logged in to the system.	No additional functionality.
Phone Number	The phone number associated with the user logged in to the system.	No additional functionality.

Name	Description	Usage
File Name	The name and path of the file to be uploaded.	The path and file name can be typed into the field or selected via the Browse button. The path entered must be valid and cannot be left blank. When this field receives focus, any existing text is selected.
Browse Button	Allows the user to explore their computer for the file they wish to upload and select it.	When the file is selected, the path and file name appear in the File Name field.
Upload Button	Begins the upload process.	No additional functionality.
Cancel Button	Cancels the upload process and returns the user to the Main Menu screen.	No additional functionality.

2.5 Update User Profile Screen

Figure 8: Update User Profile Screen

2.5.1 Purpose

This screen allows a regular user to change their profile information such as name, phone number, e-mail address, and password.

2.5.2 Usage

The focus begins in the Full Name field. The user may change any of the information by tabbing to or clicking on any field. All fields are required except the e-mail address and password fields. To change their password, the user must also enter the old password. After the changes have been made, the user can then click Save to save the changes, or click Cancel to discard the changes and return to the Menu screen.

2.5.3 Screen Element Descriptions and Usage

Name	Description	Usage
User Name	The user name associated with the person logged in to the system.	No additional functionality.
Full Name	The full name associated with the person logged in to the system.	The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes. When this field receives focus, any existing text is selected.
Phone Number	The phone number associated with the person logged in to the system.	The phone number must contain a minimum of seven and a maximum of 25 characters. When this field receives focus, any existing text is selected.
E-mail Address	The e-mail address associated with the person logged in to the system.	The e-mail address may contain a maximum of 50 characters. When this field receives focus, any existing text is selected.
Old Password	The current password associated with the person logged into the system.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected.
New Password	The password to be associated with the person logged in to the system.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected.
Confirm Password	The password to be associated with the person logged in to the system.	Must match the New Password field exactly, or the password will not be updated in the database.
Save Button	Saves the data entered to the database.	Triggers the data validation routines.
Cancel Button	Returns the user to the Menu screen and does not save the data entered in the database.	No additional functionality.

2.6 User Administration Screen

Figure 9: User Administration Screen

2.6.1 Purpose

This screen allows an administrative user to add a new user, inactivate a user, or change an existing user's information.

2.6.2 Usage

The focus begins in the User Name field, where the administrative user can select an existing user or type in a new user. The administrative user can then tab to or click on any of the other fields and enter new data or change existing data. All fields are required

except the e-mail address. After the data is entered, the administrative user can select the Save button to save the information, or select the Cancel button to discard changes and return to the Menu screen. The administrative user may also select the Inactivate button to permanently prevent the selected user from accessing the system.

2.6.3 Screen Element Descriptions and Usage

Name	Description	Usage
User Name	The user name associated with a user.	The user name must contain a minimum of three and a maximum of 25 alphabetic characters, and must be unique within the database. When this field receives focus, any existing text is selected.
Full Name	The full name associated with a user.	The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes. When this field receives focus, any existing text is selected.
Phone Number	The phone number associated with a user.	The phone number must contain a minimum of seven and a maximum of 25 characters. When this field receives focus, any existing text is selected.
E-mail Address	The e-mail address associated with a user.	The e-mail address may contain a maximum of 50 characters. When this field receives focus, any existing text is selected.
Password	The password associated with a user.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected.
Confirm Password	The password associated with a user.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected. This field text must match the Password field text exactly.
Court Name	The court(s) associated with a user.	Multiple courts may be selected. A court must be selected for regular users.
Permission Level	The permission level associated with a user.	Determines the user's level of access within the system. This field cannot be left blank.
Save Button	Saves the data entered to the database.	Triggers the data validation routines.
Inactivate Button	Permanently inactivates the selected user so they no longer have access to the system.	A user must be selected.
Reset Button	Clears all of the current selections.	No additional functionality.

2.7 Report Selection Screen



Figure 10: Report Selection Screen

2.7.1 Purpose

This screen allows the user to select one of the standard output reports that can be generated from the caseload data.

2.7.2 Usage

The user first selects the report they wish to view, then tabs to or clicks on the Next button, or hits the Enter key, to proceed to the next screen. The user may also tab to or click on the Reset button to clear the current report selection.

2.7.3 Screen Element Descriptions and Usage

Name	Description	Usage
Report Names	Lists all of the available reports and their descriptions.	No additional functionality.
Next Button	Passes the report selected to the Report Parameter screen.	Triggers the data validation routines.
Reset Button	Clears the current selection.	No additional functionality.

2.8 Report Parameter Screen

Figure 11: Report Parameter Screen

2.8.1 Purpose

This screen allows the user to enter report parameters and generate the report, or navigate to the Court Selection Wizard to assist them in choosing a comparison court.

2.8.2 Usage

The focus begins in the first parameter field, which for most reports is the Court Name field. After the user selects a court, they may enter additional parameters by tabbing to or clicking on the other fields. After selecting the parameters, the user may choose to use the Court Selection Wizard or generate the report. The Reset button clears all of the current selections. Any control can be accessed by tabbing to or clicking on it.

2.8.3 Screen Element Descriptions and Usage

Name	Description	Usage
Report Name	The name of the report the user selected from the previous screen.	No additional functionality.
Court Name	The list of courts the user may select from.	Does not display if the New Filings by County and Court Type report or the Dispositions by County and Court Type report is selected. This field cannot be left blank for all other reports.
Case Type(s)	The list of case types the user may include in the report.	Displays only for the following reports: New Filings by Case Type and Dispositions by Case Type. The user must select a minimum of one and a maximum of 12.
Date Range	The date range the user wishes to view data from.	The start date must fall between the first quarter of 2002 and the current quarter. The end date must be the same as, or later than, the start date, and before the current quarter. The year fields must contain valid four digit years. These fields cannot be left blank.
Report Format	The report format the user wishes to view data in.	Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, and Dispositions by Broad Grouping.
Compare With	Allows the user to compare results with regional and/or statewide averages.	Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, Dispositions by Broad Grouping, Cases Pending at Year End, Clearance Rate, and Backlog Index.
Comparison Court	Allows the user to compare results with another court.	Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, Dispositions by Broad Grouping, Cases Pending at Year End, Clearance Rate, and Backlog Index. The user may select only one.
Court Selection Wizard Button	Passes the parameters to the Court Selection Wizard screen.	Triggers the data validation routines.
Generate Report Button	Passes the parameters to the Crystal Report engine, which then displays the report.	Triggers the data validation routines.
Reset Button	Clears all of the current selections.	No additional functionality.

2.9 Court Selection Wizard Screens

Comparison Criteria

County Population:	Between	<input type="text"/>	and	<input type="text"/>
Jurisdiction Population:	Between	<input type="text"/>	and	<input type="text"/>
Statutory Judgeships:	Between	<input type="text"/>	and	<input type="text"/>
SEV (State Equalized Value):	Between \$	<input type="text"/>	and \$	<input type="text"/>
Total New Filings:	Between	<input type="text"/>	and	<input type="text"/>

Show Matching Courts **Reset**

For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130.
To report problems with the Caseload Reporting System, please use our **feedback form**.

Figure 12: Comparison Criteria Screen

Matching Courts

Select one comparison court to include in the report.

	Court	County Population	Jurisdiction Population	Statutory Judgeships	SEV	New Filings (from 2001)
<input type="radio"/>	C01 - Hillsdale	46,527	46,527		\$1,120,159,535	1,814
<input type="radio"/>	C15 - Branch	45,787	45,787		\$1,092,411,381	53

Generate Report **Reset**

For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130.
To report problems with the Caseload Reporting System, please use our **feedback form**.

Figure 13: Matching Courts Screen

2.9.1 Purpose

The first screen allows the user to enter criteria for a court they would like to compare results with. The second screen displays the information for the matching courts. The user may then select one court to include in the report. The user may choose not to enter any criteria and the matching courts will include all courts.

2.9.2 Usage

The focus begins in the County Population field where the user can enter the range for the criterion. The user may tab to or click on any of the range fields. After the criteria have been entered, the user can select the Show Matching Courts button to display the information for the matching courts in a new window, or select the Reset button to clear all of the criteria. Once the matching courts are displayed, the user can select one court to include in the report. Finally, by selecting the Generate Report button, the report is displayed. The user may also choose to use the Reset button to clear the court selection. Any control may be accessed by tabbing to or clicking on it.

2.9.3 Screen Element Descriptions and Usage

Name	Description	Usage
County Population Range	The county population range the user wishes the comparison court to match.	The low population must be less than the high population. The fields must contain whole numbers with a maximum of seven digits.
Jurisdiction Population Range	The jurisdiction population range the user wishes the comparison court to match.	The low population must be less than the high population. The fields must contain whole numbers with a maximum of seven digits.
Range of Statutory Judgeships	The range of statutory judgeships the user wishes the comparison court to match.	The low number of judges must be less than the high number of judges. The fields must contain whole numbers with a maximum of three digits.
SEV Range	The SEV range the user wishes the comparison court to match.	The low SEV number must be less than the high SEV number. The fields must contain whole numbers with a maximum of eleven digits.
Total New Filings Range	The new filings range the user wishes the comparison court to match.	The low number of new filings must be less than the high number of new filings. The fields must contain whole numbers with a maximum of six digits.
Show Matching Courts Button	Queries the database for courts matching the comparison criteria.	Triggers the data validation routines.
Reset Criteria Button	Clears all of the entered criteria.	No additional functionality.
Court Selection Column	Radio buttons that indicate what court will be used in the comparison.	A maximum of one can be selected.
Court Column	The name of the court.	No additional functionality.
County Population Column	The population of the county the court resides in.	No additional functionality.

Name	Description	Usage
Jurisdiction Population Column	The population of the court's jurisdiction.	No additional functionality.
Statutory Judgeships Column	The number of statutory judgeships in the court.	No additional functionality.
SEV Column	The total SEV of the county.	No additional functionality.
Total New Filings Column	The total new filings for the previous year.	No additional functionality.
Generate Report Button	Passes the parameters to the Crystal Report engine, which then displays the report.	Triggers the data validation routines.
Reset Comparison Court Button	Clears the current comparison court selection.	No additional functionality.

2.10 User Change Request Screen

The screenshot shows a web browser window titled "Caseload Reporting System - User Change Request Form - Microsoft Internet Explorer". The browser's address bar and menu bar (File, Edit, View, Favorites, Tools, Help) are visible. The page header features the Michigan State Seal and the text "Michigan's One Court of Justice" and "Caseload Reporting System". Navigation links for "Instructions", "Main Menu", and "Logout" are present. The main heading is "User Change Request Form". A note states "*Denotes required fields." The form itself has a light blue background and contains the following fields and controls:

- *Action:** Radio buttons for "Add" (selected) and "Inactivate".
- *User's Full Name:** Text input field.
- *User's Phone Number:** Text input field.
- User's E-mail Address:** Text input field.
- *User's Associated Courts:** A dropdown menu with the note "(Required for new users only)".
- *Supervisor's Full Name:** Text input field.
- *Supervisor's Phone Number:** Text input field.
- Submit** and **Reset** buttons.

At the bottom, a footer note reads: "For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130. To report problems with the Caseload Reporting System, please use our **feedback form**."

Figure 14: User Change Request Screen

2.10.1 Purpose

This screen allows a regular user to send an e-mail to the SCAO to request that a user be added to the CRS or be inactivated.

2.10.2 Usage

The user must first select the action of the request. The user can then tab to or click on any of the other fields and enter data. All fields are required except the e-mail address. After the data is entered, the user can select the Submit button to send the information to the SCAO, or select the Reset button to clear all selections. Any control may be accessed by tabbing to or clicking on it.

2.10.3 Screen Element Descriptions and Usage

Name	Description	Usage
Action	The action that should be performed for the user.	No additional functionality.
User's Full Name	The full name associated with a user.	The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes.
User's Phone Number	The phone number associated with a user.	The phone number must contain a minimum of seven and a maximum of 25 characters.
User's E-mail Address	The e-mail address associated with a user.	The e-mail address may contain a maximum of 50 characters.
User's Associated Courts	The court(s) associated with a user.	Multiple courts may be entered. A court must be entered for new users.
Supervisor's Full Name	The full name of the user's supervisor. (SCAO will contact the supervisor to validate the request.)	This field may not be left blank.
Supervisor's Phone Number	The phone number of the user's supervisor. (SCAO will contact the supervisor to validate the request.)	This field may not be left blank.
Submit Button	Submits the request via e-mail to the SCAO.	Triggers the data validation routines.
Reset Button	Clears all of the current selections.	No additional functionality.

2.11 Missing Reports Screens

Caseload Reporting System - Missing Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 Michigan's One Court of Justice
Caseload Reporting System

[Instructions](#) | [Main Menu](#) | [Logout](#)

Missing Reports

Please Note: Both operations will take several minutes to complete.

Region: Quarter: Year:

[Generate Report](#) [E-mail Notifications](#)

For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130.
To report problems with the Caseload Reporting System, please use our [feedback form](#).

Figure 15: Missing Reports Parameter Screen

Caseload Reporting System - Missing Reports E-mail Notification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 *Michigan's One Court of Justice*
Caseload Reporting System

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Missing Reports

Region I - 3rd Quarter 2001

Select the courts you DO NOT wish to receive e-mail notifications that they are missing reports, then click the E-mail Notifications button.

E-mail Notifications **Reset**

<input type="checkbox"/>	Court Name
<input type="checkbox"/>	C16 - Macomb
<input type="checkbox"/>	C22 - Washtenaw
<input type="checkbox"/>	C31 - St. Clair
<input type="checkbox"/>	C38 - Monroe
<input type="checkbox"/>	D14A - Washtenaw
<input type="checkbox"/>	D14B - Washtenaw
<input type="checkbox"/>	D15 - Washtenaw
<input type="checkbox"/>	D16 - Wayne
<input type="checkbox"/>	D17 - Wayne
<input type="checkbox"/>	D18 - Wayne
<input type="checkbox"/>	D19 - Wayne
<input type="checkbox"/>	D20 - Wayne
<input type="checkbox"/>	D21 - Wayne
<input type="checkbox"/>	D22 - Wayne
<input type="checkbox"/>	D23 - Wayne
<input type="checkbox"/>	D24 - Wayne
<input type="checkbox"/>	D25 - Wayne
<input type="checkbox"/>	D26-1 - Wayne

Figure 16: Missing Reports E-mail Notifications Screen

2.11.1 Purpose

The first screen allows an administrative user to enter the region, quarter, and year for which they wish to view the courts that are missing caseload data reports. The results screen displays the courts, along with the missing sections and associated users. The e-mail notifications screen displays the courts and allows the user to select which court(s) they wish not to receive e-mail notifications that they are missing caseload data. The user may then send the notifications.

2.11.2 Usage

The focus begins in the Region field, where the administrative user can select the region for the courts they wish to view or notify. The user may then enter the quarter and year to check for missing reports. After entering the parameters, the user may generate a web page report that lists all of the courts missing data, along with the missing sections and the associated users, or the user may select the E-mail Notifications button. The e-mail notifications screen allows the user to select any courts they do not want to receive the notification, and send an e-mail notification to the rest of the courts that are missing caseload data. Any control may be accessed by tabbing to or clicking on it.

2.11.3 Screen Element Descriptions and Usage

Name	Description	Usage
Region	The list of regions the user may select from.	This field cannot be left blank.
Quarter	Lists the four quarters of a year.	The previous quarter is selected, however the user may select a different quarter. This field cannot be left blank.
Year	Accepts the year.	The year associated with the previous quarter is displayed (i.e. If it is January 18, 2003, the year displayed will be 2002), however the user is able to enter a different year. The year entered must contain four digits. This field cannot be left blank.
Generate Report Button	Passes the parameters to the report page, which then displays the results.	Triggers the data validation routines.
E-mail Notifications Button 1	Passes the parameters to the e-mail notifications page, which then displays all of the matching courts.	Triggers the data validation routines.
E-mail Notifications Button 2	Sends a notification via e-mail to all courts missing caseload data.	No additional functionality.
Reset Button	Clears all selected courts.	No additional functionality.
Court Checkboxes	Check boxes that indicate which courts will not receive the e-mail notifications.	There is minimum on maximum for number of selections.

2.12 Feedback Form

The screenshot shows a web browser window titled "Caseload Reporting System - Feedback Form - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar shows "Local intranet". The main content area features a blue header with the Michigan State Court System seal and the text "Michigan's One Court of Justice" and "Caseload Reporting System". Below the header, the title "Feedback Form" is centered. The form itself is a light blue box containing three input fields: "Name:", "E-mail Address:", and "Comments:". The "Comments:" field is a larger text area. At the bottom of the form are two buttons: "Submit" and "Reset". The status bar at the bottom of the browser window shows "Done" and "Local intranet".

Figure 17: Feedback Form

2.12.1 Purpose

This screen allows the user to submit feedback about the Caseload Reporting System to the web administrator.

2.12.2 Usage

The focus begins in the Name field, where the user can enter their name. They can then tab to or click on the other fields and enter their e-mail address and comments. None of the fields are required, however if all fields are left blank, the e-mail will not be sent. After the data is entered, the user can select the Submit button to send the feedback, or select the Reset button to clear the fields. Any control may be accessed by tabbing to or clicking on it.

2.12.3 Screen Element Descriptions and Usage

Name	Description	Usage
Name	The name of the user.	This field is not required.
E-mail Address	The e-mail address of the user.	This field is not required.
Comments	The comments the user wishes to deliver to the web administrator.	This field is not required.
Submit Button	Submits the feedback via e-mail to the web administrator.	No additional functionality.
Reset Button	Clears the fields.	No additional functionality.

2.13 Report Feedback Form

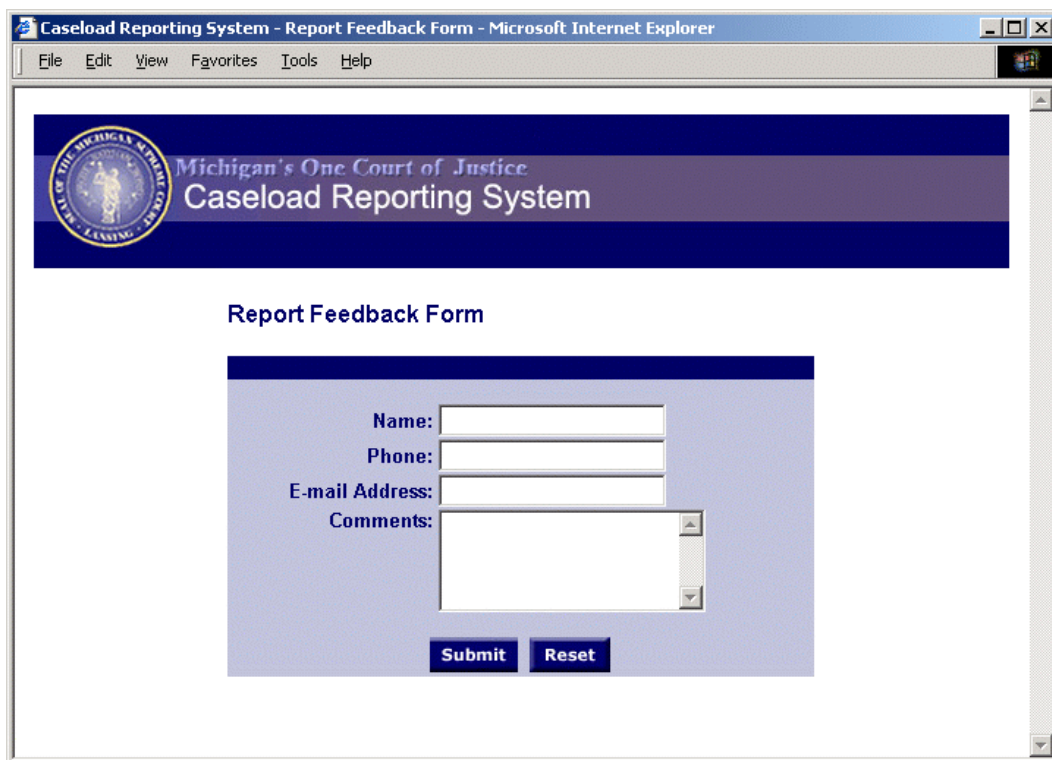


Figure 18: Report Feedback Form

2.13.1 Purpose

This screen allows a user to submit questions about the CRS output reports to the report expert via e-mail.

2.13.2 Usage

The focus begins in the Name field, where the user can enter their name. They can then tab to or click on the other fields and enter their phone number, e-mail address, and comments. None of the fields are required, however if all fields are left blank, the e-mail will not be sent. After the data is entered, the user can select the Submit button to send the feedback, or select the Reset button to clear the fields. Any control may be accessed by tabbing to or clicking on it.

2.13.3 Screen Element Descriptions and Usage

Name	Description	Usage
Name	The name of the user.	This field is not required.
Phone	The phone number of the user.	This field is not required.
E-mail Address	The e-mail address of the user.	This field is not required.
Comments	The comments the user wishes to deliver to the report expert.	This field is not required.
Submit Button	Submits the feedback via e-mail to the report expert.	No additional functionality.
Reset Button	Clears the fields.	No additional functionality.

**OUTPUT FORMATS
AND BUSINESS RULES FOR SUMMARY OUTPUT**

Business Rules for District Caseload Summary

Adopted 8/30/01

Revised 9/12/01

Revised 10/05/01

Revised 12/04/01

1. Section A: Criminal

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Guilty Plea + Bindover/Transfer + Nolle Prosequi + Dismissed by Court + Inactive Status + Local Diversion + Case Type Change = Total Dispositions) (from Lines 1 through 9, Part 2)

equals Ending Pending

2. Section B: Traffic

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Guilty Plea/Admission + Bindover/ Transfer + Nolle Prosequi + Dismissed by Court + Default + Inactive Status + Local Diversion + Case Type Change = Total Dispositions) (from Lines 1 through 10, Part 2)

equals Ending Pending

3. Section C: Non-Traffic Civil Infraction and Parking

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Verdict at Hearing + Admission/Waivers + Nolle Prosequi + Dismissed by Court + Default + Case Type Change = Total Dispositions)
(from Lines 1 through 6, Part 2)

equals Ending Pending

4. Section D: Civil

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Uncontested/Default/Settled + Transferred + Dismissed by Party + Dismissed by Court + Inactive Status + Other Disposition + Case Type Change = Total Dispositions) (from Lines 1 through 9, Part 2)

equals Ending Pending

QUESTIONS AND ANSWERS

DISTRICT COURT CASELOAD QUESTION AND ANSWER

General Questions

► Assignments

Q Do I count cases to which to my judge is assigned when the case originated in another court?

A No. Assignment of a case filed in another court is not a new case in the court where the judge was elected to sit, and should not be entered into the case management software if that will result in being counted as a new case.

► Caseload Reporting System

Q If a court uploads its caseload data electronically via diskette or electronic transfer, and later wants to correct some of the data, how is the correction accomplished?

A The court can either go to the CRS website and manually correct the appropriate data and save it, or regenerate the quarter's report and again upload the entire data for that quarter.

Q Does a court have to wait for all sections of the report to be completed to send the caseload report to SCAO?

A The information can be transmitted at different times, but should be verified for accuracy prior to submission.

Q Who can my local information systems people consult at SCAO regarding CRS?

A They will be referred to the appropriate staff depending on the question. Either submit an e-mail through the CRS website or call SCAO at (517) 373-0130. E-mail is preferred for purposes of documentation.

Q Will a court be able to get statistics on a monthly basis?

DISTRICT COURT CASELOAD QUESTION AND ANSWER

- A This question must be addressed by the system provider. SCAO requires reporting on a quarterly basis but courts may wish to analyze statistics on a more frequent basis.

► Case Type Codes

Q What case type code should be used for Department of Natural Resources condemnation cases under MCL 324.1604?

A GZ.

Q What case type codes are appropriate for misdemeanor parking offenses?

A SM or OM

► Reporting from Multiple Courts/Locations

Q My court is a multi-county court. Are the statistics from both counties supposed to be reported together?

A No. Each court location in a multi-county district reports its statistics separately.

Q My court has multiple locations. Are the statistics from both locations supposed to be reported together?

A If your court has only one election district but multiple locations, all statistics are combined and submitted as one court. However, if your court has multiple election districts it is likely that you will submit each election district separately. There are some exceptions to this rule. Refer to court table in the File Format.

► Traffic Cases

Q Which charges are eligible as traffic for case type codes FT, ST, OT, SI, and OI.

DISTRICT COURT CASELOAD QUESTION AND ANSWER

- A In order to be considered “traffic” the violation must be found in either the Michigan Vehicle Code, the Uniform Traffic Code for Cities, Townships and Villages, a local ordinance substantially corresponding to a violation in the Michigan Vehicle Code, or the local government must have adopted the Michigan Vehicle Code by reference. Any other violation from another section of law is not considered traffic for purposes of the Caseload Reporting System.

► Uniform Law Citation

Q What offenses may be filed on a Uniform Law Citation (ULC)?

- A Any offense that has a penalty of 93 days in jail or less, with the exception of assault and battery or domestic assault, violation of a personal protection order, or if a person is subject to mandatory confinement or bond requirement not until the period of confinement has been served or requirement of bond or other condition of release has been met may be filed on a ULC.

Q How are multiple violations on a Uniform Law Citation (ULC) counted?

- A Each violation on a Uniform Law Citation is a complaint and therefore a separate case. Each should be entered separately. The court may either use the citation number and add “A”, “B”, and “C” as a suffix to the citation number, or assign a separate case number to each violation. This procedure applies to all violations written on citations regardless of how they are internally processed. Multiple citations may be placed in one file folder; court staff must mark such folders in such a way that staff recognize the file contains more than one case so that each case is disposed in the case management system.

Q How are tickets voided by law enforcement counted disposed?

- A These are not valid cases. They should not be entered into the case management software if that will result in being counted as a new case.

DISTRICT COURT CASELOAD QUESTION AND ANSWER

New Criminal and Traffic Cases

► Amended Complaints

Q If a complaint is issued on a citation and later amended via Complaint and Warrant, how is the original charge disposed?

A The amended charge is not a new case, but an added or amended count to the original case. The prosecutor should eventually dismiss the original charge.

► Multiple Complaints and Warrants

Q What does the court do when multiple complaints and warrants are filed from the same incident - one for statute offenses and the other for ordinance offenses?

A The best practice is to consolidate these in one case file, using the case type code for the most serious charge. If the case goes to trial the two prosecuting officials will need to work out who will prosecute the case. There may be an issue with your software to properly distribute fines and costs.

Q What does the court do when prosecutors file multiple complaints and warrants from one incident. How does this affect the way we count cases?

A The complaints should be consolidated and reported as one case.

► Second Complaints

Q If a case is dismissed without prejudice and later re-filed, is this a new case?

A Yes. However, when a case is dismissed to allow for filing of a second complaint for a lesser included offense, the second complaint **is not** a new filing. The same is true for enhancements. In these instances the amended complaint is part of the original case.

DISTRICT COURT CASELOAD QUESTION AND ANSWER

► Post Judgment Transfers

Q If a case is transferred to our court for purposes of probation oversight, is this a new case for purposes of the caseload report?

A No. Once a criminal case is adjudicated and reported disposed probation activity is not reported. Transfer of a case for supervision is not a new case in the receiving court and should not be entered into the case management software if that will result in being counted as a new case.

► Reissued Charges

Q If the prosecutor files a Nolle Prosequi and later reissues charges with a different CTN is this a new file?

A Yes.

► Unauthorized Complaint and Warrant

Q How is a Complaint and Warrant filed with the court but not authorized by a judge, magistrate or clerk counted disposed?

A These are not valid cases in the court. They should not be entered into the case management software if that will result in being counted as a new case.

New Civil Cases

► Claim and Delivery

Q When is a Claim and Delivery case a GZ case and when is it a GC case?

A A claim and delivery case is coded with case type code GZ when there is no claim for money damages; the plaintiff is only seeking possession of the property, even though the complaint requires plaintiff to indicate a value of the property. If the plaintiff seeks money damages the case is coded GC. If the plaintiff files an amended complaint seeking money

DISTRICT COURT CASELOAD QUESTION AND ANSWER

damages prior to disposition the case should be reported disposed under “Case Type Code Change” and reported as a new GC case. If the plaintiff seeks money damages after the claim for possession is adjudicated, the claim is a new GC or SC case.

► Foreign Judgments

Q Is a foreign judgment considered a new filing? Are foreign judgments counted disposed?

A The filing of a foreign judgement is considered a new filing as a civil case. It should be immediately disposed under “Other Disposition.”

Reopened Cases

Q How will the court determine when an evaluation is returned to the court after referral to the Department of Community Health for evaluation to determine competency to stand trial when the envelope is marked confidential?

A It is the responsibility of the person with the authority to review the confidential information to provide that information so the clerk can record the receipt of the evaluation.

Q If the court receives a notice of discharge of bankruptcy how is this reported on the caseload report?

A The preferred action is to do nothing - do not reopen the case. The less preferred method is to reopen the case. The court then has two options regarding disposition. The preferred option is to immediately close under “Other Disposition.” The less preferred option is to let the case go to No Progress with an eventual dismissal.

Q Is a case reopened when a Motion to Set Aside Conviction is filed or granted?

A No. The case record, however, must be updated to show the conviction

DISTRICT COURT CASELOAD QUESTION AND ANSWER

was set aside. An ROA code referencing MCL 780.621 would be appropriate. Any “flag” to designate the case as non-public is also appropriate.

Disposition Generally

► Appeal from Decision of Informal Decision

Q When an appeal of a decision from an informal hearing, traffic or non-traffic, is withdrawn, how is the reopened case disposed?

A Dismissed by Court, line 6 in Traffic, line 4 in Non-traffic civil infractions. This is used because we did not anticipate needing a dismissed by party line. If it appears there are large numbers of these appeals withdrawn please notify us so we can evaluate whether a Dismissed by Party category is necessary for the future. Note - this is not a dismissal of the underlying judgment, but rather the method to dispose of the appeal which reopened the case.

► Dismissals

Q Is it necessary to differentiate between dismissals with and without prejudice?

A Not for caseload purposes. Your case record, however, should indicate this.

► Interlocutory Appeals

Q How are interlocutory appeals reported?

A They are not disposed. These cases remain pending until the issue is resolved and the case is disposed in the trial court.

► Small Claims Appeals

Q When a small claims appeal from an attorney magistrate to a judge is withdrawn, how is the reopened case disposed?

DISTRICT COURT CASELOAD QUESTION AND ANSWER

A Dismissed by Party, line 5. Note - this is not a dismissal of the underlying judgment, but rather the method to dispose of the appeal which reopened the case.

► Partial Disposition of Multi-Count or Multi-Party Complaints

Q If a multi-count criminal complaint and warrant or a multi-party civil complaint is partially disposed in one reporting period with the balance of the counts or parties disposed in another reporting period, which count or party disposition is counted on the caseload report?

A A case is not counted as disposed until all criminal counts or all civil case parties have a disposition. At that point the case management system should report disposition of the entire case under the highest priority disposition found within that case. The case must be reported disposed during the quarter when the last party or criminal count is disposed.

► Transfers

Q At what point is a remand or transfer considered a “Transfer” disposition?

A At the time the order to transfer or remand is entered.

Disposition: Criminal and Traffic

► Amended Complaints

Q If a misdemeanor offense initiated on a Uniform Law Citation (ULC) is amended to a felony by way of a complaint and warrant, how is this handled?

A The case type code is changed to the appropriate felony code and the case is disposed under case type code change. The amended charge is added and the case is counted open as a felony case. If the amendment occurs prior to reporting the misdemeanor case opened, the case is only reported as a new felony case during that reporting period. The prosecutor should dismiss the original charge.

DISTRICT COURT CASELOAD QUESTION AND ANSWER

► Deferred Sentencing

Q How are cases disposed when sentencing is deferred under MCL 333.7411 (Controlled Substance Act), MCL 769.4a (Spouse Abuse Act), MCL 750.350a (Parental Kidnapping Act), and MCL 762.11 (Holmes Youthful Trainee Act)?

A These cases are reported based upon the method of determining guilt; jury verdict, bench verdict, or plea. They are not reported under “local diversion,” and they are not reopened for dismissal or if the plea of guilt is to be entered for failure to comply with court orders.

► Dismissal

Q If a prosecutor motions the court, in writing or on the record, to nolle prosequi the case, the case is then dismissed. Is this disposition counted as a “Dismissal” or a “Nolle Prosequi?”

A The case should be reported under disposition “Nolle Prosequi.”

► FAC Status

Q How are misdemeanor cases in pre-adjudication FAC status reported?

A During 2002 they will be part of the court’s pending cases until such time as an adjudication. For 2003 vendors will be instructed to treat pre-adjudication FAC status as an “Inactive” disposition in the same manner as pre-adjudication warrants.

► Felony Plea

Q How are cases reported when a felony plea is taken in District Court?

A The district court reports the case as a “Bindover/Transfer.” The circuit court is responsible for reporting the plea.

DISTRICT COURT CASELOAD QUESTION AND ANSWER

► **Incompetency**

Q If a person is found not competent to stand trial how is the case reported disposed?

A If the prosecutor does not file a nolle prosequi the court may dispose of this under “Inactive.”

► **Local Diversion**

Q What documentation is required for the court file to reflect local diversion?

A At a minimum something should be written on the Register of Action. Ideally some kind of diversion form should be filed to reflect this action.

► **Plea Bargain**

Q How would a matter involving multiple charges resulting in a plea bargain to one or more counts and a nolle prosequi for one or more counts be reported as disposed?

A The guilty plea should be reported as it is the highest form of disposition in the hierarchy of dispositions.

Q In some counties the prosecutor wants misdemeanor cases bound over for plea bargaining with a felony case. Caseload instructions prevent a misdemeanor case from being counted disposed as a “Bindover/Transfer” if it is sent with a felony case to Circuit Court. How should these cases be reported disposed?

A There is no option to enter a disposition of “Bindover/Transfer” for a misdemeanor. The preferred method of handling misdemeanors from the same incident as a felony is to have these charges all authorized by the prosecutor on a single complaint and warrant.

If the court receives some misdemeanor charges on a Uniform Law Citation and a complaint and warrant containing a felony charge, the proper procedure is to leave the misdemeanor case(s) open until resolution

DISTRICT COURT CASELOAD QUESTION AND ANSWER

in circuit court. This would require a nolle prosequi to be filed in district court by the prosecutor if the misdemeanor is dismissed as part of a plea bargain.

► Plea Taken in Circuit Court

Q How is a case handled if the circuit court takes a plea on a misdemeanor and returns the case to district court for sentencing?

A This is improper. The district court cannot report the “Plea” disposition it did not conduct. Either the case should be returned for a plea and sentencing in district court or the circuit court should sentence the defendant.

► Prosecutor Dismissal

Q What if the prosecutor fails to send the nolle prosequi order after a period of time, having indicated he/she would file the document?

A The court should wait for the order before disposing of the case. However, if general practice is that the document is never filed, the court may dispose of the case based upon the Register of Action entry.

► Venue

Q If a Uniform Law Citation (ULC) is filed with the wrong court and is entered on that court’s case management system, what is the proper method of handling the disposition once the error is found?

A The case should be dismissed for lack of jurisdiction and either returned to the law enforcement agency or sent directly to the proper court.

Disposition: Civil

► Case Evaluation

Q In a case where case evaluation is used, would it be reported as

DISTRICT COURT CASELOAD QUESTION AND ANSWER

disposed when the case evaluation is accepted or when the judgment is received by the court?

A When the case evaluation is accepted.

► Lack of Progress

Q Will my information system track no-answer and no-progress with the changes in the way cases are disposed?

A You will have to find out from your software provider.

► Landlord/Tenant

Q If a plaintiff in a landlord tenant case asks for both possession and money judgment and the defendant defaults on the possession but was not personally served how is the case disposed?

A A case cannot be counted disposed on the caseload report until all claims are resolved. Once the money judgment claim is resolved the case is reported by the highest level of disposition.

► Military Service

Q Are cases disposed as “Inactive” because a party is on active military service?

A If the court on its own motion, a party, or a person acting on behalf of a party motions the court to stay the proceedings because the ability of plaintiff to prosecute or defendant to conduct his defense is *materially affected* by reason of his military service, the court may enter an order staying the case. The case is then disposed as “Inactive.”

“50 USCS Appx Section 520(4) was not intended to prevent judgment by default against person in military service where defendant was *fully informed* of pendency of action and had *adequate time and opportunity to appear and defend* or otherwise protect his right.” Burgess v Burgess (1962 Super) 234 NYS2d 87.